



11th Grade

Preparation Activities
Results
for
the Student Portfolio

EMPLOYABILITY SKILLS PROFILE

The following skills are needed on the job. This list was developed with the input from employers in Idaho. Please rate yourself on a scale of 1-5 on your ability to perform the skill. One (1) is low and five (5) is high. A rating of three (3) means you are average.

ACADEMIC SKILLS

- _____ * Read and understand written materials
- _____ * Understand charts and graphs
- _____ * Understand basic math
- _____ * Use mathematics to solve problems
- _____ * Use specialized knowledge and skills to get a job done
- _____ * Speak in the language in which business is conducted
- _____ * Write in the language in which business is conducted
- _____ * Use scientific method to solve problems

PERSONAL MANAGEMENT SKILLS

- _____ * Attend school/work daily
- _____ * Meet school/work deadlines
- _____ * Develop career plans
- _____ * Know personal strengths and weaknesses
- _____ * Demonstrate self-control
- _____ * Pay attention to details
- _____ * Follow written and oral instructions
- _____ * Follow written and oral directions
- _____ * Work without supervision
- _____ * Learn new skills
- _____ * Identify and suggest new ways to get the job done

TEAMWORK SKILLS

- _____ * Actively participate in a group
- _____ * Know the group's rules and values
- _____ * Listen to other group members
- _____ * Express ideas to other group members
- _____ * Be sensitive to the group members' ideas and views
- _____ * Be willing to compromise if necessary to best accomplish the goal
- _____ * Be a leader or a follower to best accomplish the goal
- _____ * Be a leader or a follower to best accomplish the goal
- _____ * Work in changing settings and with people of differing backgrounds

Educational Plan - Update

Educational Goal: _____ Technical School _____ Two Year College _____ Other
_____ Four Year College _____ High School _____ Military
School Choice #1: _____
School Choice #2: _____

Career Goal:
Arts/Communication _____
Business/Management _____
Health Services _____
Human Resources _____
Industrial/Engineering _____
Natural Resources _____

High School Course-Work Plan

XX

Freshman		Sophomore	
English	English	English	English
Science	Science	Science	Science
Math	Math	Math	Math
Social Studies	Social Studies	Health	Speech
Keyboarding	Reading		

XX

Junior		Senior	
English	English	English	English
US History	US History	Government	Government
Consumer Economics			

Extra Curricular Activities:

Student Signature _____ date _____ Parent Signature _____ date _____

EDUCATION AND TRAINING

Name _____ Date _____

SCHOOL NAME	PROGRAM	LOCATION	COST	LENGTH OF TRAINING	QUALIFICATION
The School of Hairstyling	Cosmetology				
Sage Technical Services	Truck Driving				
North Idaho College	Forestry/Wildlife/ Range/Recreation Management				
University of Idaho	Journalism & Mass Communication				
Idaho State University	Computer Information Systems				
Boise State University	Raptor Biology				